



CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES

MINUTES
REGULAR MEETING
THURSDAY, NOVEMBER 14, 2024, AT 7:00 P.M.

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Annie Chang Long on Thursday, November 14, 2024, at 7:06 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

<u>PRESENT</u>	President	Annie Chang Long
	Secretary	Edward Pearson
	Trustee	Minsun Meeker
	Trustee	Bianca Richards

<u>ABSENT</u>	Vice President	Kenneth Gross
	Council Liaison	Jon Primuth

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Sean Faye, Library Administrative Secretary; were present at Roll Call. The Friends of the Library Board representative presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Comments:

None.

ACTION/DISCUSSION

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

3. APPROVAL OF MINUTES OF NOVEMBER 14, 2024, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the November 14, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Richards, seconded by Secretary Pearson, and approved by roll call vote to approve Item No. 3, as presented by staff. The motion carried 4-0-1-0 by the following vote:

AYES: Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: Gross

ABSTAINED: None.

4. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards provided updates to Trustees about the Site Planning Project and Ad Hoc Committee activity.

5. VOLUNTEER RECOGNITION COMMITTEE PROGRESS REPORT

Staff and Committee members Annie Chang Long and Minsun Meeker provided updates to Trustees about Committee activity for discussion and direction.

6. APPOINT NOMINATING COMMITTEE FOR 2025 BOARD OFFICERS

Recommendation

It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2025 Board of Trustees meeting.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Meeker, and approved by roll call vote to nominate Vice President Gross and Trustee Meeker to serve on the nominating committee for 2025 Board officers. The motion carried 4-0-1-0 by the following vote:

AYES: Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: Gross

ABSTAINED: None.

7. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT

Staff and Committee member Minsun Meeker provided updates to Trustees about Committee activity. Committee member Gross was absent.

8. LIBRARY OPERATIONS UPDATE

Staff provided updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS

9. BOARD PRESIDENT COMMUNICATIONS

President Long's daughter had a great time visiting the library, as part of a community walk with the Marengo schools.

10. BOARD MEMBER COMMUNICATIONS

Secretary Pearson spent time at the Library preparing for an upcoming speaking engagement, which rekindled his appreciation for what the library offers the public.

Trustee Meeker had no comments.

Trustee Richards had no comments.

11. COUNCIL LIAISON COMMUNICATIONS

None. (Councilmember Primuth was not in attendance.)

12. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill announced the New Hollywood String Quartet will perform on 11/24/24, as part of the Restoration Concert Series. The Friends Annual Holiday Book Sale will be in the Community Room from 12/6/24-12/8/24. Restoration Concert tickets will also be sold at the book sale. The new slate of officers will be announced at the Friends Annual Board meeting on 1/16/25. Library staff have submitted their budget requests for 2026 to the Friends for consideration. The Library may make a special request separate from the regular budget for a Book Bike, which is a bookmobile on two wheels.

13. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Richards' term on the Library Board will end after the December meeting and a new liaison to the Friends will need to be appointed. Trustee Richards will soon be a volunteer in the Friends Bookstore.

14. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings shared that Public Works hired a Project Manager/Consultant to address various library projects, including issues with the roof, HVAC, ADA ramp lighting, and adding wrought iron doors to the balconies. The bids for carpeting and painting the Teen Room are being finalized.

PUBLIC COMMENT - CONTINUED

15. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, President Annie Chang Long adjourned the meeting of the Library Board of Trustees at 8:08 P.M. to the next Regular Library Board of Trustees meeting scheduled for December 12, 2024.

Respectfully submitted:

Signed by:



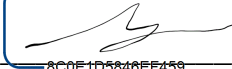
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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

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Annie Chang Long

President

ATTEST:

Signed by:



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Sean Faye

Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: December 12, 2024